

March 2023

City of Ellsworth

*CITY OF
ELLSWORTH
MONTHLY
MANAGEMENT
TEAM REPORTS*

1 City Hall Plaza
Ellsworth, ME 04605

Phone: 207-667-2563
Fax: 207-667-4908

Management Team Reports—March 2023



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1 City Hall Plaza
Ellsworth, ME 04605

Phone: 207-667-2563
Fax: 207-667-4908



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ASSESSING DEPARTMENT

New STREET names

Several new street names were approved this month. I appreciate Police Chief Moshier's and Fire Chief Guillerault's prompt responses to these new requests. Some are for Planning Board projects and some are not. We usually have a street name approved within 24 hours. Our objective is making sure the new name is not similar to names we already have. We also try and stay with simple sounding American English nouns so that even a child can repeat the name if ever an emergency.

Street name signs

Appreciation to Adam in Public Works, he orders and installs the signs.

Sunsetting Stabilization

Maine lawmakers are winnowing a slate of bills seeking to repeal or overhaul a new property tax program that municipal officials say is financially unsustainable and swamping them with paperwork. The new program — which allows homeowners ages 65 and older to freeze their property valuation — has been criticized as an administrative burden that requires no means testing to prevent wealthy property owners from cashing in. The Legislature's taxation committee on Tuesday killed several proposals changing the stabilization law and preserved one bill sponsored by Republican Sen. Rick Bennett, of Oxford. It proposes tripling the homestead exemption for homeowners 65 and older to \$75,000, while sun setting the new stabilization program at the end of the current property tax year. But the Taxation Committee has not yet settled on Bennett's bill, which could become the vehicle for additional changes and is expected to draw a hefty budget price tag.

Guest Speakership

Participated in MECEP Policy Insights Conference, a semi-annual conference, as a panelist concerning valuations for tax assessment purposes and defending against the big dark store theory and awe impacts on municipalities.

Listings, Rates, and Prices

The number of homes available for sale fell in February for the fifth straight month to the lowest level since May of last year. Listings were 27% lower than their pre-COVID pandemic levels. Mortgage rates began rising again in February and then fell back slightly in March due to market fears over the U.S. banking system, amid several bank collapses. Demand for homes, however, appears not to have been swayed. Prices will probably move lower again throughout the rest of this year, but if supply continues to drop, prices may not fall very far.

1 City Hall Plaza
Ellsworth, ME 04605

Phone: 207-667-8674
Fax: 207-667-4908
Email: lgardiner@ellsworthmaine.gov

Larry Gardner, Assessor

Management Team Reports—March 2023



BUILDING MAINTENANCE

Building Maintenance Report March 2023

- Assembled bids for janitorial service, lawn treatment and tree well/flower bed mulching.
- Some minor electrical repairs in the Fire Department.
- Back flow testing at the Moore Center
- Changed out breaker panel locks to conform with current standards.
- Fire Department removed snow and ice from the roof with the ladder truck.
- Started the cupola window repair process on the bottom sashes.

1 City Hall Plaza
Ellsworth, ME 04605

Phone: 207-669-6617
Fax: 207-667-4908
Email: jmclean@ellsworthmaine.gov

Jim McLean, Facilities Director

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CLERK'S DEPARTMENT

Below is the revenue and activities of the Clerk's Department for March 2023.

Inland & Fisheries Licenses	\$2468.00
Sales Tax	\$88.00
Agent Fees/Excise Tax	\$750.30
Total Paid to IFW	\$2556.00
City Revenue	\$750.30
Total Revenue Collected	\$3306.30

SHELLFISH LICENSES	
Recreation Peck only	0
Resident	0
Non-resident	0
Sr./Jr.	0
Total Licenses Issued	0
Revenue Paid to Franklin	\$0
City Revenue	\$0
Total Collected Revenue	\$0

Category of Document	State Fee per record
Certified Birth	59
Additional Copies of Birth	16
Certified Death	24.00
Additional Copies of Death	7.20
Certified Marriage	8
Additional Copies of Marriage	0
Marriage License	0
Burial Permit	0
Total Paid to State	\$171.60
City Revenue	\$1061.40
Total Revenue Collected	\$1233.00

Other Revenues	
Dog Licenses	11
Total Paid to State	\$54.00
City Revenue	\$202.00(\$175 in late fees)
Total Dog Revenue	\$256.00
Business Licenses	\$490.00
DBA Recording	\$0.00
Notary/Copies	\$62.00
Rental Fees	\$350.00
Total Other Revenue	\$902.00

Total State Revenue	\$2781.60
Total City Revenue	\$2915.70
Total Paid to Franklin	\$0.00
Total Revenue	\$5697.30

1 City Hall Plaza
Ellsworth, ME 04605

Phone: 207-667-2563
Fax: 207-667-4908
Email: tdyer@ellsworthmaine.gov

Toni Dyer, City Clerk

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CODE ENFORCEMENT

The Code Enforcement Office is responsible for permitting of all construction and land use projects. They perform inspections and site visits to ensure compliance with Federal, State, and local rules, policies, and ordinances. They also facilitate enforcement of all ordinances.

Detail	Permits	Fees
Res. Building permits	6	\$2,965.71
Res. Accessory permits	11	\$945.92
Commercial Permits	1	\$53.34
Internal Plumbing Permits	10	\$990.00
Subsurface Wastewater Permits	2	\$530.00
Res. Electrical Permits	10	\$350.00
Comm. Electrical Permits	16	\$4,469.20
Sign Permits	12	\$120.00
Business Permits	6	\$60.00
Shoreland Permits	0	0
Sewer Connection Permits	3	\$20,900.00
Development Dist. Permits	0	0
Minor Site Dev. Permits	2	\$400.00
Road Opening Permits	2	\$50.00
Flood Hazard	0	0
Planning Fees	2	\$80.00
Violations	0	0
Total	83	\$31,914.17

Inspections	
Electrical	13
Septic	0
Internal Plumbing	6
Certificate of Occupancy	13
Land Use	10
Health	1
Building	13
Junkyard	0
Business License	4
Shoreland	0
Complaints	4
Maine Organics	5
Total	69

1 City Hall Plaza
Ellsworth, ME 04605

Phone: 207-667-4910
Fax: 207-667-4908
Email: lroberts@ellsworthmaine.gov

Lori Roberts, Code Enforcement Officer

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ECONOMIC DEVELOPMENT

- Along with other City staff, re-engaged with Bar Harbor town staff on issues that affect the region, such as workforce, housing, and transportation. Determined this would be a quarterly meeting, if not more frequent. Began discussion on goals/strategies of working together.
- Continued to assist City Manager and HR Director with interviews for the Administrative Assistant/Communications Specialist position.
- Along with Broadband Committee members, began interviewing internet service providers who currently serve or may have interest in serving Ellsworth. In addition, met with staff from the Island Institute who will be coordinating the regional digital equity and inclusion plan for Hancock County, including Ellsworth.
- Continued to help the Library coordinate the Ellsworth Open House event.
- Began discussions with the Maine Office of Tourism about a funding/grant opportunity through their Tourism Marketing & Development Recovery Program to see if it would be a good fit for Ellsworth. Began efforts to scope out a project that may fit within this program.
- Met with Executive Director of Families First to discuss a potential letter of interest in applying for the State's Community Development Block Grant Public Service Funds program. Submitted the letter of interest by the State's March 24th deadline.
- Prepared for and attended the March 20 2023 City Council meeting.
- Continued to be involved in the Entrepreneurial Ecosystem project, along with Heart of Ellsworth, the Chamber, and other local and regional economic development stakeholders.
- Conducted due diligence in order to finalize the selection of the consulting firm to help prepare the City's Business Attraction Plan. Signed contract with firm after getting approval from Council at the March Council meeting.
- Met with the Executive Director of the Heart of Ellsworth to discuss FY 2024 projects/initiatives.
- Along with members of the Ellsworth Business Development Corporation, met with the web developer working on the new website promoting the City. We viewed the draft site and provided feedback.
- Attended Traffic Safety Committee meeting where we primarily focused on the Maine DOT's Village Improvement Partnership program and how it could benefit the City.
- Along with other members of the selection committee, scored and ranked proposals that responded to the City's RFP for design and engineering services in order to continue the project connecting the City's bike/ped trail with the Downeast Sunrise Trail. Based on this process and the steps necessary as outlined in the Maine DOT's Local Project Administrator Handbook, requested that the highest ranked firm send the City a cost proposal for review.
- Worked with two individuals interested in re-locating businesses/services to the Union River Center for Innovation.
- As part of the Union River Center for Innovation's Riverside Chat series, as the acting Director of the Center, I was interviewed in order to tell URCI's story and to provide new startups and small businesses with an understanding of the services and benefits of working with the Center.
- Worked with other City Staff on preparing letters of support to accompany the City's Congressional Delegated Spending applications to both State senators and congressman.
- Attended internal Wellness Committee meeting.

1 City Hall Plaza
Ellsworth, ME 04605

Phone: 207-669-6655
Fax: 207-667-4908
Email: jrichards@ellsworthmaine.gov

Janna Richards, Economic Development Director

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FINANCE DEPARTMENT

March 2023

Anne Laine, Finance Director

- Reconciliation of Tax Payments for 2022.
- Attended Finance Committee Meetings.
- Attended Annual Fed Funds Meeting
- Review of outstanding LT debt and ST paper as well as payment schedules.
- Review of BAN spending and preparation for Spring Bond Issue.
- Review of Capital Improvement Plan.
- Attended GFOA workshop on CIP best practices.
- Attended Capital Assets accounting workshop.
- Preparation of annual PUC report and request for extension.
- Preparation for implementation of Caselle with IT department.

Toni Dyer, Int. Dept. Finance Dir.

- Attended management team meeting.
- GL entries from TRIO and other sources daily.
- Continued work with Ed and Caselle for implementation of software.
- Assist Anne with daily needs, review of issues.
- Prepared all city budgets, held departmental meetings to review budgets.
- Maintain operational Finance needs to allow Anne to focus on some major tasks.

Deb Worden, Assistant Deputy Treasurer

- Performed daily cashups and posted batches.
- Opened and processed daily mail.
- Prepared weekly warrant
- Processed invoices.
- Review & preparation of new RH Foster cards and pins for distribution.
- Implemented new cash up procedure to reconcile deposits to TRIO.
- Customer invoicing.

April 2023—Upcoming

Anne Laine, Finance Director

- Complete FY22 Audit work.
- Work on Caselle implementation—placed on schedule and now need data dump.
- Attending management team meeting.
- Finish new bond issue.
- Review Versant/Constellation contract renewals.
- Complete RH Foster pricing negotiation and implementation of accounts.
- Review/Refile/Archive Finance Dir. Office files.

Toni Dyer, Int. Dept. Finance Dir.

- Hand off materials and task list to new deputy finance director.
- Maintain daily financial operations related to cash receipting.
- GL's daily as needed.
- Processing payroll.
- Finish the budget, scheduling and attending workshop meetings.

Deb Worden, Assistant Deputy Treasurer

- Copy contracts.
- A/P
- Credit Card Statements

Christina Harding, Assistant Deputy Treasurer

- Process invoices
- Weekly A/P warrant
- Process daily bank deposits
- Continue working on Vendor list to update current/active vendors.
- Transfer Station, Library, and Harbor payment entry, cash up, and deposits.
- Continue working on Vendor list to update current/active vendors.

1 City Hall Plaza
Ellsworth, ME 04605

Phone: 207-669-6602
Fax: 207-667-4908
Email: alaine@ellsworthmaine.gov

Anne Laine, Finance Director

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FIRE DEPARTMENT

Meetings:

Weekly Meeting with Fire Inspector
Meeting with PAC & City Manager
District Chiefs Meeting
Management Team Meeting
Council meeting
Meeting with City Planner
Budget Workshop
Town Fire Warden Meeting
Meeting with the City Manager
Meeting with Dr. Saquet (Medical Control)

Summary of Department Activity:

Calls for Service:

- The Ellsworth Fire Department responded 158 calls in the month of March
 - 121 EMS calls
 - 37 calls were fire related calls.
- 2023 Year to date 496 calls for service. (Jan – Mar)
 - 2022 year to date for 1st quarter, 393 calls for service
 - 65 calls increase over 1st quarter 2022.

Training:

- FD has logged over 200 hours of training (departmental, and shift training)
 - March focus on Ice water rescue technician training
- Chiefs Attended Maine Fire Chiefs Professional Development Conference March 22-24.
- FF Tyler Isherwood completed ProBoard Fire Instructor 1 & 2 certification.

Community Engagement:

- Rotary club met and greet

Equipment & Projects:

- RFP is being drafted for addition to Red Fire station at the training site to house Engine 7. Ongoing not submitted yet.

(continued on next page)

1 City Hall Plaza
Ellsworth, ME 04605

Phone: 207-667-8666
Fax: 207-667-4908
Email: sguillerault@ellsworthmaine.gov

Scott Guillerault, Fire Chief

Management Team Reports—March 2023



FIRE DEPARTMENT

Additional Comments:

- Ellsworth Fire Department changed to new shift schedule, working rotating 24-hour shifts divided among four shifts. This is a significant change for the Ellsworth Fire Department that previously were working rotating 48-hour with three shifts.
- New Firefighter, Jacob (Seth)Abbott started on March 6th. Seth is also an Advanced EMT.
- Chief Belletete and FF/ENG traveled to New Jersey to view and Inspect an ambulance.
- Council approved the purchase of a 2020 Ford 450 4x4 Braun Chief XL Ambulance from Ambulance Network. Delivery Date will be April 4th. Chief Belletete and Captain Kennedy will travel to NJ and drive back to Ellsworth.
- Maine EMS licensing to become a transport service is currently in process.
- HCFA Fire Academy concluded in March.
- New Year's Eve storm caused damage to the Fire Training Building roof. A RFQ will need to go out for repairs.

1 City Hall Plaza
Ellsworth, ME 04605

Phone: 207-667-8666
Fax: 207-667-4908
Email: sguillerault@ellsworthmaine.gov

Scott Guillerault, Fire Chief

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GENERAL ASSISTANCE

IMPORTANT INFORMATION

Many unanticipated and unexpected events can happen that could put someone in a trying situation. The first thing one should check into is the possibility of family members lending a helping hand. After exploring that option, visit the nearest Department of Health and Human Services office (1-800-606-0215) where applications are available for food stamps, TANF (Temporary Assistant to Needy Families), ASPIRE (Additional Support for People in Retraining and Employment), and other emergency assistance programs. Loaves & Fishes (in Ellsworth), the Pantry (in Blue Hill), and the Emmaus Center (in downtown Ellsworth), all help with food if requested. LIHEAP (Low-Income Home Energy Assistance Program 1-800-452-4668), and DCP (Downeast Community Partners 207-664-2424) help eligible clients with their heating needs during the winter months. The MDI Housing Authority (207-288-4770) helps with subsidized housing.

As previously stated, the General Assistance Program at City Hall is here to help those eligible with many of these same needs. There is an application which is filled out during an interview. The GA Administrator has 24 hours in which to make a determination of eligibility (based on criteria as determined by the Federal Government and State Law) and grant assistance if the applicant is found to be eligible. *Please call the GA Program Administrator for an appointment at (207)669-6630.*

The City of Ellsworth has also created an Emergency Fuel Discretionary Fund for Ellsworth residents that do not qualify through regular General Assistance Programs, but are struggling to stay warm and on top of heating bills. Donations for this fund are accepted from any resident or business wishing to help. Money donated will be used strictly for the Discretionary Fuel Fund. If you are interested in donating to this fund or find yourself in need of applying for this assistance, you may contact Ellsworth City Hall at (207)669-6630.

1 City Hall Plaza
Ellsworth, ME 04605

Phone: 207-669-6630
Fax: 207-667-4908
Email: thowes@ellsworthmaine.gov

KaTina Vanadestine, GA Administrator

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HUMAN RESOURCES

This month's activities:

- Scheduled and attended interviews for vacant Communication Specialist/Administrative Assistant position.
- Completed anniversary updates for employees.
- Completed onboarding process for new employees.
- Processed monthly health insurance, retirement, life insurance, and all other benefit invoices.
- Attended Management Team Meetings.
- Attended Safety Committee meeting.
- Attended Software Committee meeting
- Generated monthly URCI tenant rent invoices.
- Processed first report of injury reports.
- Conducted meetings with department heads and employees with HR needs.
- Met with Manager Moshier throughout the month to discuss HR matters.
- Attended Communications Committee Meeting.
- Completed annual Property and Casualty Renewal Application for Maine Municipal Association
- Attended Wellness Committee meeting
- Processed property and casualty claims
- Attended Paychex demonstration

Upcoming in April:

- Professional Development Training
- Meeting with Maine Municipal Association Property and Casualty Claims Representatives

1 City Hall Plaza
Ellsworth, ME 04605

Phone: 207-669-6603
Fax: 207-667-4908
Email: ktaylor@ellsworthmaine.gov

Kerri Taylor, Human Resources Director

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LIBRARY

Programs

- March youth programs: 21 programs, attended by 346 people
- March adult programs: 11 programs, attended by 104 people

Notable Meetings/Partnerships

- Open House planning meeting 3/3
- January meetings with city: management meeting 3/16, communications committee 3/8, wellness committee 3/15, professional development 3/24
- Healthy Acadia partnership meeting 3/6 to discuss upcoming programs
- Library meetings: summer reading program meeting 3/23 with Keli, Cheryl, Sandy and Renee, board meeting 3/21, all staff meeting 3/7 & 3/28
- Collaboration meeting at Ellsworth High School to discuss lunch/afterschool programs
- Meeting with Charlie at Loaves and Fishes, took book donation, card applications, and library flyers
- Planned storywalk with Frenchman Bay and Ellsworth Garden Club for the Riverwalk, installation date tentatively set for 4/19

Projects for March

- Launched strategic plan survey—304 responses by March 31
- Gathered new quotes for roof repair
- Prepared state library annual report
- Budget workshop preparation
- Material ordering/collection maintenance

Statistics

- Library visits: 4,859
- Wi-Fi users: 1,635
- Computer passes: 153
- New library cards: 62
- Total print material circulation: 5,442
- Total Cloud Library circulation: 796

1 City Hall Plaza
Ellsworth, ME 04605

Phone: 207-667-6363
Fax: 207-667-4908
Email: slesko@ellsworthmaine.gov

Sarah Lesko, Library Director

Management Team Reports— March 2023



PLANNING DEPARTMENT

Departmental Activities

- Planning Board & Administration of Unified Development Ordinance
 - The Planning Board held its regular meeting March 1, 2023.
 - Projects included: 1) Sketch Plan for 6 Downeast Highway and 2) Preliminary Plan Review for 30 Old Mill Road Development
 - Assisted a number of property owners and/or prospective developers with potential projects.
- Comprehensive Plan Steering Committee
 - Held meetings on March 8th and 27th, 2023 to hire consultant and discuss subcommittees.
- Zoning/UDO
 - Received Council approval for solar amendments to Ch. 56 Articles 3, 8, and 14.
- Parks & Recreation – Support to Recreation Commission
 - Scheduled, advertised, prepared for, and followed up on Recreation Commission meetings. Draft or approved minutes are posted with their associated meeting notice and agenda: <https://www.ellsworthmaine.gov/government/boards-commissions/recreation-commission/>.
- EnviroGrants
 - N/A

Meetings/Significant Contacts

- Regular Planning Board Meeting – March 1st
- Met with School Super. To discuss student involvement in Comprehensive Plan process.- March 2nd
- Met with Frenchman Bay Conservancy to discuss conservation projects in Ellsworth – March 2nd
- Met with CEO, Fire & LS Inspec. And developer to discuss project- March 6th
- Interview Comprehensive Plan Consultant Candidates- March 6th, 7th, and 8th
- Had discussion on regional coordination with ED and Bar Harbor Planner– March 8th & 21st
- Attend Monthly Communications Team Meeting- March 8th
- Attend Monthly Traffic Safety Committee Meeting- March 9th

1 City Hall Plaza
Ellsworth, ME 04605

Phone: 207-669-6615
Fax: 207-667-4908
Email: mwilliams@ellsworthmaine.gov

Matthew Williams, City Planner

Management Team Reports— March 2023



PLANNING DEPARTMENT

Meetings/Significant Contacts

- Met with CEO and developer to discuss project- March 14th
- Met with developer to discuss project for Planning Board- March 15th
- Attend monthly Wellness Committee Meeting- March 15th
- Attend Historical Preservation Commission Meeting to discuss Comp. Plan- March 15th
- Attend Monthly Management Team Meeting- March 16th
- Met with Watershed Steward to photograph land for Public Forest expansion- March 16th
- Met with Fire Chief to review Hazard Mitigation Plan- March 16th
- Attend Council Meeting- March 20th
- Site Visit with CEO- March 21st
- Met with Technical Review Team members and new engineer on existing project- March 22nd
- Met with landowner about bringing subdivision out of violation- Feb. 16th
- Administrative Budget Workshop with Council- March 23rd
- Met with CEO and lawyer for potential purchaser of land to discuss uses and potential violations- March 24th
- Professional Development Training- March 24th
- Comprehensive Plan Steering Committee Meetings- March 8th and 27th
- Phone call with land owner to discuss expansion of existing use- March 28th
- Meet with develop and CEO to discuss revision to previously approved plan- March 28th
- Meeting with CEO and developer to initiate minor use site plan review- March 28th
- Meeting with YMCA to discuss potential partnerships with the City- March 29th

1 City Hall Plaza
Ellsworth, ME 04605

Phone: 207-669-6615
Fax: 207-667-4908
Email: mwilliams@ellsworthmaine.gov

Matthew Williams, City Planner

Management Team Reports— March 2023



POLICE DEPARTMENT

Project Hope

- There were no Project Hope participants this month.

SRO

- Cpl. Merchant is active in the school department. He is currently wrapping up D.A.R.E. with the 5th grade classes at EEMS and will be having a graduation event on April 5th.

Training

- Officers participated in monthly firearms training. This month focused on moving and shooting, target acquisition after a brief but intense physical exertion. .
- Officers Chandler and McLean attended Field Training Officer training.
- Cpl. Merchant attended the Special Olympics conference.
- Dispatcher Tim McCarthy attended METRO/NCIC training.

Patrol

- We hired Evan Cottle as a patrol officer. Evan will be starting in April and we hope to send him to the MCJA in August. With this hiring the PD is full staffed.

Significant Cases

- Officers responded to 631 calls for service and conducted 344 traffic stops in March.

Grant Funding:

- We currently have MEBHS funding for speed, distracted driving, and OUI enforcement.
- We also have UEDLE funding for underage drinking enforcement.

Chief's Meetings this month

3/07 PD Command Staff Meeting
3/08 MCOPA meeting
3/08 WVII Town Hall Interview
3/09 Traffic Safety Committee Meeting
3/16 Management Team Meeting
3/20 City Council Meeting
3/22 Pre-TRT meeting
3/23 TRT meeting
3/24 Attended Professional Development with Management Team
3/29 MCOPA Dist. 7 Meeting

1 City Hall Plaza
Ellsworth, ME 04605

Phone: 207-667-2168
Fax: 207-667-4908
Email: gmoshier@ellsworthmaine.gov

Glenn Moshier, Police Chief

Management Team Reports— March 2023



POLICE DEPARTMENT

Ellsworth Police Monthly Law Offense Counts

Offense Description	Total
All other theft	2
Ambulance Assistance	1
Animal Emergency—Response	2
Assist—Fire Department	6
Assist—State Police	2
Assist MDEA	1
Assist Other Agency	5
Assist Sheriff's Department	5
Bail Check—No violation	2
Barbituate—Possession	1
Check wellbeing of person	14
Citizen requested assistance	9
Citizen traffic complaint	28
Civil problem	6
Cocaine—possession	2
Concealed weapon permit	5
Conditional release violation	7
Criminal threatening/harassment	18
Criminal arrest warrant	14
Criminal mischief/damage	2
Detail	1
Directed Patrol	1
Disorderly conduct	20
Distracted Driving	3
Dog Bite	2
Dog nuisance	2
Driving Under Influence Liquor	3
Drug Intelligence Information	10
Escort	1
False 911 call	75
False alarm	27
Family Fight	7
Fingerprinting—Criminal Off.	1
Fingerprinting—Non Criminal	4
Forensic Interview	3
Found Property	7
Fraud—Confidence Game	1
Fraud—Impersonation	2
Harassing Communication	2
Heroin—Possession	1
Information	14
Internet/Text Harassment	1
Intoxication	1
Juvenile Problem	1

Offense Description	Total
K9 Criminal Track	1
Lost Property	3
Made in Error	1
Mental Health Evaluation	2
Mental Health Issues/Check	6
Missing—no foul play indicated	2
Neighborhood dispute	2
Noise Disturbance	2
OAS/Habitual Offender	4
Other Police—In State	1
Overdose drugs/alcohol	2
Paper Service	1
Parking Violation/Obstructing	14
PD—Traffic Accident	39
PI—Traffic Accident	3
Probation Violation	1
Property Check Requested	11
Property Damage non-vandalism	3
Public Relations—Talk	13
Rape	1
Records Check	32
Road hazard	7
Serve Protection Order	2
Serve Subpeona	17
Sex Offender Registration	3
Shoplifting	14
Simple Assault	3
Simple Assault on LEO	1
Smuggle Contraband into Prison	1
Speed enforcement detail	4
Stranded motorist	20
Stray cat or dog	7
Suspicious person/ MV/ Incident	37
Synthetic Narcotic—Possession	7
Tamper/Destroy Evidence	1
Traffic Control Detail	1
Traffic Light issues	2
Traffic Offense Summons	7
Traffic Offense—Arrest	1
Trafficking—Schedule W	2
Trespassing	20
Unattended Death	1
Underage Drinking Detail	3
VIN Inspection	3
Violation of Protective Order	1

1 City Hall Plaza
Ellsworth, ME 04605

Phone: 207-667-2168
Fax: 207-667-4908
Email: gmoshier@ellsworthmaine.gov

Glenn Moshier, Police Chief

Management Team Reports— March 2023



PUBLIC WORKS

Patching

- Crewmembers are continuing with patching due to the extreme swing in temperatures. They are still out filling in potholes multiple times a week, every week this month.

Grading

- We graded and applied 2 inch gravel to: Winkumpough Road, Happytown Road, Phillips Way, Mill Dam Road, Sunset Park Road and Spindle Road .

Miscellaneous Duties

- The crew continues to clear/clean up blown down trees in/on City roads.
- The crew placed trash receptacles in the following locations: Main Street, Knowlton Park and Harbor Park.
- The crew installed the boat ramp floats at Harbor/Park.
- The crew worked with Nate to clean the traffic cameras.
- We have started our spring sweeping and requested the IT Department to post the schedule to the City's website.
- We have swept all of the sidewalks.
- We have loaded sludge to be hauled to Canada once a week, every week this month. This may increase to two times a week later this summer.
- We worked with the Water Department repairing a broken water service shut off on North Street.

Winter Time Duties

- We plowed/treated the roads on the following dates this month; 1st, 2nd, 3rd, 14th, 15th, as well as, treating roads due to the freeze thaw cycles.
- Hauled snow from the parking lots on 6th, 7th and finished up on the 9th . Three trucks moving about 1000 yards of snow to the gravel pit behind the Highway Garage.

Mechanical Repairs

- Repairs to Truck 38: new radiator, new thermostat and new belt tensioner.
- Repairs to Truck 44: two new front springs, front brake shoes, drums repaired, drivers side step and rear lights.
- Repairs on Truck 43: rear strobe light harness, exhaust leak and adjusted spreader chain on sander.
- Preventative maintenance on Truck 30.
- Preventive maintenance on Truck 64.
- Repaired plow piston sidewalk machine.
- Repaired backhoe, replaced steering cylinder hoses.
- Repaired plow lights on Truck 44.
- Repaired backhoe, replaced steering cylinder hoses.
- Replaced plow hose, wiper motor on Truck 41.

1 City Hall Plaza
Ellsworth, ME 04605

Lisa Sekulich, Public Works Director
Adam Wilson, Highway Foreman

Phone: 207-669-6619
Fax: 207-667-4908
Email: awilson@ellsworthmaine.gov
lsekulich@ellsworthmaine.gov



Management Team Reports— March 2023

HARBOR DEPARTMENT

- The Harbor opens for the season on May 15th.
- Mike Slater and Adam attended a state mandated, three day training held by the Maine Harbormasters Association in Castine.
- Marcia and Adam have gone through the many applications for this upcoming season. Marcia has sent out the mooring, slip, dock and other various applications for this summer.
- The crew and Adam have started removing the ice eaters and installed the boat ramp floats.
- The trash receptacles have been installed.

Type of Fee	Amount Collected
Moorings	\$450.00
Floats	\$767.00
Shore Access Dock	\$1419.00
Slips	\$5270.00
Outer Moorings	
Kayaks	\$300.00
Float Moorings	\$25.00
Extended Season	
Total	\$8231.00

1 City Hall Plaza
Ellsworth, ME 04605

Phone: 207-667-6311
Fax: 207-667-4908
Email: awilson@ellsworthmaine.gov

Adam Wilson, Harbormaster

Management Team Reports— March 2023



WASTEWATER DEPARTMENT

Wastewater Department Activities:

- We continue working on completing the bio solids bunker we hope to have the top on this week.
- We had a Safety Works review with the Maine Department of Labor. We are working on the action items identified in the report.
- Ray Robidoux and I successfully renewed our State Wastewater License.
- The boiler replacement project was delayed and has yet to begin.
- The budget submittal process is complete and we await the approval of the Council.
- The Water St. Pump station project has begun.
- We continue predesign work for the High St. Pump station project.

Preview of Next Month

- Working Water St. pump station project and High Street pump station project.

1 City Hall Plaza
Ellsworth, ME 04605

Phone: 207-667-7315
Fax: 207-667-4908
Email: mharris@ellsworthmaine.gov

Michael Harris, Wastewater Superintendent

Management Team Reports— March 2023



WATER DEPARTMENT

Water Department Activities:

- Weekly meetings with Public Works Director.
- Budget review with City Manager, Public Works Dir., and City Clerk.
- Met with Representatives from the Grand to discuss/investigate high pressure spikes. City Manager, Public Works Dir. And Woodard and Curran were present.
- Monthly State Operating Reports.
- Safety Committee meeting.
- Management Team meeting.
- Paychex demo.
- Met with Michele Henderson of Safety Works.
- TRT meeting.
- Worked with members of the Highway Dept. to go over Excel.
- Met with a property owner on Toothaker Way to discuss the possibility of connecting to City Water.
- MWUA Legislative Committee meetings
- Budget Workshop. Operating and Capital budgets.
- Professional Development meeting by Terri Swanson.
- PUC accounting class.
- Met with Norm Burdzel of Jackson Lab and other City officials to discuss the ongoing projects at the Jackson Lab.

1 City Hall Plaza
Ellsworth, ME 04605

Phone: 207-667-8632
Fax: 207-667-4908
Email: rwinslow@ellsworthmaine.gov

Reginald Winslow, Water Superintendent

Management Team Reports— March 2023



WATERSHED STEWARD

Lake Watershed & Branch Lake Tasks

We monitored & managed Branch Lake Outlet dam gates, shoveled snow from the dam & recorded water levels in March. To maintain the levels in Branch Lake approximately two feet lower than summertime levels, we have started to open the 1st slide gate in the dam; we gradually opened it up to the 75% open position. As of March 30, the lake level was 5 feet above the dam base (our target level for May is 4.8').

Our boat launch at Branch Lake has been visited lately by folks eager to angle for fish in the open water season. Though we had minimal ice until February this year, the ice has stayed later this winter than expected; (see photo at top right, taken on the March 30th).

The water department, along with the Code Enforcement Office, inspected the middle solar photo voltaic system being built along the west slope of Dollard Hill. The sediment control system used on site, silt fences, needed to be repaired in several areas, though erosion control mulch has been broadcast properly along many of the array support pylon rows. (see lower photo on right).

Together with the city planner, we performed a natural feature circuit of the Haynes property adjacent to both the Branch lake Community Forest and the city parcel off the Woodfield Road. We noted vernal pools, and other water features & flowages that contribute to water filtration in the watershed; these would be attractive natural features enjoyed by visitors should the parcel be used as low impact recreation in the future.

Preparations have been underway since the beginning of March for the upcoming open water fishing season on both Branch Lake & Green Lake. We have cleaned & painted at these boat inspection locations, and will be clearing blowdowns along with the Public Works Department and the State of Maine Bureau of Parks & Lands in April.

Organizing our courtesy boat inspection (CBI) program for 2023 has continued; Four CBI candidates have been hired and are ready to start as soon as the lake ice melts!



1 City Hall Plaza
Ellsworth, ME 04605

Phone: 207-667-2155
Fax: 207-667-4908
Email: jwedini@ellsworthmaine.gov

John Wedin, Watershed Steward

Management Team Reports— March 2023

